SENIOR COMPUTER OPERATOR

PURPOSE: Operate computer equipment and monitor the technical performance of the City's primary computer processors and peripheral equipment and to report malfunctions.

FUNCTIONAL AREAS: Under direction, to:

1.   Operate computer console and peripheral equipment.

*   A.   Maintain and operate the City's primary computer processors including system console, tape units, and related equipment.
*   B.   Ensure that input data is entered accurately in accordance with established job schedules.
*   C.   Monitor console messages and execute directions on program or job instruction sheets.
*   D.   Perform system start-up, execute jobs, and run other procedures using system console or personal computer.

2.   Monitor the technical performance of the computer and peripheral equipment and reporting systems.

*   A.   Verify the accuracy of the computer operations by periodically checking output such as printouts.
*   B.   Maintain equipment and notify supervisor of any computer performance problems.
*   C.   Report any serious malfunctions in computer and peripheral equipment to repair service.
*   D.   Schedule and process work assignments interrupted by malfunctions.
       E.   Maintain computer room materials and supplies.

3.   Operate other management information systems equipment and instruct staff in these procedures.

*   A.   Operate a decollator and burster to separate computer generated continuous paper.
*   B.   Operate related Management Information Systems equipment as required.
*   C.   Instruct Management Information Systems personnel in the operation of equipment.

4.   Operate other data processing equipment and instruct staff in these procedures.

*   A.   Specify problems caused by incomplete or incorrect job instructions.
       B.   Review daily schedules and recommend changes to improve efficiency.
       C.   Maintain operating records, including machine performance and production reports.

JOB REQUIREMENTS

1.   Education and Experience

**   A.   Two (2) years of verifiable work experience in a Management Information Systems/Information Technology occupation in a centralized computer operations environment and one (1) year experience as a Computer Operator.

2.   Knowledge Requirements

**   A.   Knowledge of the principals and techniques of computer operation, including job control languages (JCL).
**   B.   Knowledge of personal computers, printers, Local Area Networks, file transfer protocol (FTP) and PC programs including, data base, word processing, and spreadsheets.

4.   Skill Requirement

**   A.   Skill in the operation of a centralized computer server and related equipment.
**   B.   Skill in performing minor repair of related management information systems equipment.
**   C.   Skill in the operation of PC equipment.
**   D.   Skill in evaluating computer system processes and problem solving.

5.   Ability Requirements

**   A.   Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
**   B.   Ability to communicate in writing and speaking.
**   C.   Ability to lift and carry boxes of computer paper weighing up to 55 pounds.

*   Essential function of the classification on the first day of employment.

**   Minimum requirements necessary on the first day of employment.

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CC 20000925
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